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|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL | |
| | Chapter 4: Assessment (Investigation) | Effective Date: July 1, 2007 |
| | Section 15: Photographing Trauma | Version: 1 |

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| POLICY | OLD POLICY: 205.43 |
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- The Indiana Department of Child Services (DCS) will take, or ensure that LEA or a Medical Professional takes, color photographs of all visible trauma or injury on an alleged child victim.
- DCS will destroy all photographs when an unsubstantiated or indicated report is expunged in accordance with the policy, [Expunging Records](#), in Chapter 2.

See also related policy, [Examining a Child](#).

Code References

- [IC 31-33-8-3: Photographs and x-rays](#)
- [IC 31-33-2-4: Notice of existence of photographs](#)
- [IC 31-33-10-3 Delivery of Photos to Local CPS Agency](#)

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| PROCEDURE |
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The FCM will:

- Follow all procedures contained in separate policy, [Examining a Child](#).
- Consider the child's gender, age and need for privacy when determining who will take photographs and selecting a location.
- Assure that Law Enforcement Authority (LEA) takes photographs of the child if the assessment (investigation) is a joint assessment (investigation). See related policy, [Joint Assessments \(Investigations\)](#).
- Assure photographs are taken of all visible trauma suspected to be the result of CA/N
- Assure that where possible, the face of the child is shown with the trauma or injury.
- Document the child's name, the location where the photograph was taken, the date and time the photo was taken, the name of the person taking the photo and the names of any witnesses.
- Document receipt of any/all photographs taken by LEA or a Medical Professional.
- Make color duplicates of photos available to the Prosecuting Attorney and/or LEA.

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| RELATED INFORMATION |
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Parental Consent to Take Photographs

While it is good practice to request permission from parent/guardian/custodian to photograph the child, such consent is not required.

[IC 31-33-10-1](#) requires that a health care provider take photographs of trauma visible on the child who is the subject of a report.

FORMS AND TOOLS

- N/A